

MUSEUM STORE MANAGER & BUYER

Responsible for overseeing all aspects pertaining to the operations and finances of the Museum Store

Specific Duties Include:

Accounting/Bookkeeping Management:

- Establishing the yearly store budget and operating the museum store within the budget and policies set forth by the Board of Directors
- Reviewing Profit and Loss as well as Income/Expense reports with the Executive Director periodically
- Creating forecasts and sales reports in conjunction with seasonal buying
- Paying quarterly Sales Tax to State, Town & 1% for Open Space in a timely manner
- Verifying and entering all merchandise invoices for payment into QuickBooks Accounting and paying invoices
- Paying all bills related to the operation of the Store
- Reconciling monthly bank statements
- Following up with vendors for credit for any damaged goods
- Depositing and recording all sales from POS to QuickBooks Accounting as well as making sure Daily Reports are entered correctly and balanced
- Writing a Store report for quarterly board meetings

Inventory Management:

- Placing orders in conjunction with two regional trade shows to get best prices/discounts available; orders are placed based on sales history & trends
- Placing fill-in orders as necessary throughout the season
- Evaluating inventory to ensure new items are rotated in and stale items phased out
- Supervising all inventory receipt, tagging, stocking and display
- Follow and update Merchandising Plan
- Purchasing of displays
- Planning and executing annual physical inventory every spring off season

Employee Management:

- Hiring, training, managing, reviewing, and evaluating all store staff; terminating staff when necessary
- Establishing and maintaining appropriate records, forms, procedures and practices relating to store personnel
- Evaluating and recommending raises for employees to Executive Director annually as part of the review process
- Overseeing “counts” of Store and Museum visitors; reporting numbers to Executive Director and Board

Office/Retail Management:

- Procuring cleaning and office supplies used for Store; overseeing regular cleaning of store and exhibit areas including bathrooms and kitchen
- Ensuring retail supplies are stocked (receipt paper, paper bags, price labels, etc.)
- Cleaning out files seasonally both financial & inventory related

Marketing and Communications:

- Writing Store News for Museum newsletters
- Decorating Museum Store for Holidays
- Bringing new and creative ideas to the Museum Store

Hours:

Flexible seasonal schedule working an average of 25 hours per week; spring and summer are the busiest times, nearing 35 hours per week

Option to add Events & Marketing, Facility Rental and Volunteer Coordinating responsibilities to increase hours to average of 30 hours per week

Pay:

Hourly with retirement benefits after 1 year
Rate based on experience and education

Required Qualifications:

Minimum 2 years retail management experience including buying, inventory tracking, reconciling accounts, hiring and managing staff

Preferred Qualifications:

Experience with QuickBooks and QuickBooks POS
Non-profit experience